

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Employee Manual Revisions

REQUESTED ACTION: Approve the revisions to the Employee Manual section 3.020
Hours of Work and Overtime to incorporate alternate work
schedules and payment of leave time. (Staff recommends
approval)

☐ Work Session (Report Only)

DATE OF MEETING: 4/27/2010

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☒ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

BUDGET IMPACT:

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☒ N/A

HISTORY/FACTS/ISSUES:

The Personnel Review Team (PRT), made up of Division or Department Head level positions representing each Division, meets monthly to address concerns arising from administration of the Employee Manual and other employee related matters.

The PRT met and discussed the need to revise the current Hours of Work and Overtime policy to incorporate alternate work schedules and to establish a policy to enable payment of leave time in excess of productive time. The policy was revised to address the Fair Labor Standards Act rules and allow finance to pay overtime in certain circumstances. These revisions have been reviewed by the Personnel Review Team.

- a. All Board positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) regulations.
- b. Non-exempt employees are entitled to additional compensation when they work more than forty (40) hours during a seven (7) day workweek or designated holidays. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established forty (40) hour workweek. Employees working on a holiday will receive holiday pay and overtime pay, if eligible.
- c. A Division Director must authorize all overtime in advance. Employees are not allowed to work overtime unless prior authorization has been received.
- d. To the greatest extent operationally feasible, flexible or alternate work schedules within the pay week will be utilized to avoid incurring overtime.
- e. Holidays will be counted as hours worked when computing overtime. Sick leave and vacation time will not be counted as hours worked, when computing overtime.
- f. In the event the employee's approved leave time and productive time exceeds forty (40) during the designated work week, the employee may receive payment for the leave time requested with the approval of the County Administrator.
- g. Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay.
- h. All hours of work are to be accurately recorded for non-exempt employees at all times.

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